



# City of Kirkland

## SPECIAL EVENT PERMIT APPLICATION

Office Use Only	
Rec'd:	Complete:

APPLICANT INFORMATION				
Company Name:				
Mailing Address:				
City:		State:		Zip:
Event Website:				
Event Organizer Name:				
Office Phone:		Cell Phone:		
Email:		Fax:		
Event Day Contact Name:		Cell Phone:		
EVENT INFORMATION <i>(Duration limited to 3 consecutive days, plus one additional day for production activities.)</i>				
Event Name:			Venue(s):	
Non-Profit Beneficiary:			Tax-ID:	
Public Event Hours	Open	Close	# Estimated Public Attendance	# Event Staff, Volunteers, Vendors, Performers, etc.
Date:	Time:	Time:		
Date:	Time:	Time:		
Date:	Time:	Time:		
<b>Date:</b>	<b>Time:</b>	<b>Time:</b>	<b>Reserve for production activities/load-in or load-out</b>	
Event Category <i>(Choose one – review definitions in guide before selecting.)</i>				
<input type="checkbox"/> Community Event	<input type="checkbox"/> Expressive		<input type="checkbox"/> Fundraising Event	<input type="checkbox"/> Major Event
<input type="checkbox"/> Supportive Event	<input type="checkbox"/> Tourism Event			
Type of Event <i>(Select all that apply.)</i>				
<input type="checkbox"/> Boating/Rowing	<input type="checkbox"/> Concert/Show	<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Fireworks Display	
<input type="checkbox"/> March/Rally	<input type="checkbox"/> Parade	<input type="checkbox"/> Ride/Cycle	<input type="checkbox"/> Swim/SUP	
<input type="checkbox"/> Triathlon	<input type="checkbox"/> Run/Walk - will dogs/strollers be allowed? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> Other:				
EVENT OPERATIONS <i>(Select all that apply.)</i>				
<input type="checkbox"/> Admission Fee/Ticket Required	<input type="checkbox"/> Generator		<input type="checkbox"/> Restricted Parking	
<input type="checkbox"/> Animals	<input type="checkbox"/> Inflatable Bouncers/Carnival Rides		<input type="checkbox"/> Food/Goods/Services for Sale	
<input type="checkbox"/> Banners: Street/Vertical/Park	<input type="checkbox"/> Lifeguards		<input type="checkbox"/> Scaffolding	
<input type="checkbox"/> Boat Launch Closure (60+ min)	<input type="checkbox"/> Music: Live/Recorded		<input type="checkbox"/> Security Staff	
<input type="checkbox"/> Moorage	<input type="checkbox"/> Pavement Marking		<input type="checkbox"/> Signage: Event Day	
<input type="checkbox"/> Fire Bin/Fire Barrel/Bonfire	<input type="checkbox"/> Potable Water Access		<input type="checkbox"/> Stage(s)	
<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Power Access		<input type="checkbox"/> Street/Lane Closures	
<input type="checkbox"/> Flood Lights	<input type="checkbox"/> Public Address System		<input type="checkbox"/> Tents/Canopies	
<input type="checkbox"/> Food/Beverages	<input type="checkbox"/> Raffle		<input type="checkbox"/> Vehicle Display	
Other - list elements not included above:				

<b>ALCOHOL</b> (A minimum of 2 Kirkland police officers are required on-site at all times during public garden hours.)			
Will alcohol be consumed on-site? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will alcohol be sold for off-site consumption? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Beer/Wine Garden Public Access		Open	Close
Date:		Time:	Time:
Date:		Time:	Time:
Date:		Time:	Time:
<b>FIRST AID/MEDICAL</b> (Identify the level(s) of support to be provided. Event staff is required to call 9-1-1 for emergency transportation. For-hire ambulance services <u>may not</u> be used for emergency transportation. However, Aid Stations may be staffed by a licensed professional of your choice.)			
Level of Support to be provided at the event site:			
<input type="checkbox"/> Basic First Aid: First Aid Kit, First Aid/CPR certified personnel, 9-1-1 access			
<input type="checkbox"/> First Aid Station: First Aid Supplies, Defibrillator, First Aid/CPR/AED certified personnel, 9-1-1 access			
<input type="checkbox"/> Dedicated Aid Car: Basic or Advanced Life Support			
Will a Mobile Medical Team be available at the event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Would you like to hire the Kirkland Fire Department to provide medical support at your event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>FOOD VENDORS</b>			
Will food be hot/cold held or cooked on-site? <input type="checkbox"/> YES <input type="checkbox"/> NO		Type of fuel source(s) to be used: <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal <input type="checkbox"/> Other:	
<b>NOISE/LIGHT VARIANCE</b> (Amplified sound is not allowed before 7am or after 8pm Monday - Friday, or before 9am or after 6pm Saturday, Sunday, and some holidays. Security lighting is allowed after 10pm, with restrictions.)			
Requested Variance	Type of Variance	Start	End
Date:	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
Date:	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
Date:	<input type="checkbox"/> Noise <input type="checkbox"/> Light	Time:	Time:
<b>RECYCLE/TRASH</b> (Events are required to maintain all waste receptacles, including City receptacles and restroom facilities, throughout the event.)			
How many containers of each will be provided? Trash Bins:      Recycle Bins:      Compost Bins:      Dumpsters:			
<b>RESTROOM FACILITIES</b> (Events are required to provide supplies and maintain both temporary and permanent facilities throughout the event.)			
How many portable toilets will be provided? Standard Units:      ADA Accessible Units:			
How many portable hand washing stations will be provided?			
Would you like to hire City staff to maintain permanent facilities during your event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>SECURITY STAFFING</b> (When a safety plan calls for <u>optional</u> security staffing, services may be provided by the company of your choice. Off-duty Kirkland police officers are available for hire upon request.)			
Would you like to hire City staff to provide security services? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>TRAFFIC CONTROL</b> (Barricades, traffic cones, "No Parking" signs, etc. are required elements of an event's Traffic Control Plan. Traffic control devices are at the expense of the applicant. The city of Kirkland does not provide or lend equipment.)			
Will the event require street/lane closures? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you requesting to impose restrictions on any public parking spaces? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will the event cause the re-routing of any Metro bus routes? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>EVENT INSURANCE</b>			
Applicant shall provide a certificate of insurance evidencing:			
1. General Liability Insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence, \$2 million general aggregate. (Liquor Liability limits \$1 million each occurrence, \$2 million general aggregate.)			
2. The City of Kirkland as an additional insured. The Additional Insured Endorsement must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted.			
RUN/WALK EVENTS ONLY: Is there a policy exclusion for participants with dogs or strollers? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ALL EVENTS: Can you obtain sufficient insurance coverage to satisfy all requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO			

**CONSTITUTIONALLY PROTECTED EVENT**

*Expressive Activity includes conduct the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. Expressive Activity does not include fairs, festivals, concerts, performances, parades, athletic events, fundraising events, or events the principal purpose of which is entertainment.*

Check the box if this event is constitutionally protected: ☐

**SIGNATURE**

The undersigned hereby makes application to the City of Kirkland for use of public right-of-way and certifies the information provided in this application and supporting material is true and accurate. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees the Applicant will observe all ordinances and regulations of the City of Kirkland.

Read and check each statement below:

- ☐ I have read, understand, and accept all rules and requirements outlined in the City of Kirkland's Event Guide.
- ☐ I understand no new elements may be added to the event proposal once this application is submitted.
- ☐ I am aware all information contained herein is subject to public disclosure in accordance with the Washington State Public Disclosure Act.
- ☐ I agree to all the terms and conditions that may apply to the Special Event permitting process.

Print Name:

Signature:

Title:

Date:

<b>REQUIRED ATTACHMENTS - KEEP COPIES OF ALL PAPERWORK FOR YOUR RECORDS</b>	
<b>LOGISTICS/PRODUCTION TIMELINE</b> <i>(required for all events)</i>	
Describe, by day and hour, the logistics/production timeline beginning with load-in and ending with load-out. To ensure there are no conflicts with other City services or community activities, be as thorough as possible.	
<b>SITE MAP</b> <i>(required for all events)</i>	
Attach a detailed site map - including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> <li>1. Name &amp; date of event</li> <li>2. Name of park/facility</li> <li>3. Street names</li> <li>4. 20' emergency lane - <b>access to structures and fire protection systems must be maintained at all times.</b></li> <li>5. Road closures/traffic control devices - i.e. road closed barricades, traffic cones, etc.</li> <li>6. Equipment and activities including, but not limited to - items listed under Event Operations above, beer/wine gardens, bleachers, cooking units, dumpsters, emergency exits, fencing, first aid facilities, generators, performance stages, portable toilets, power/water sources, scaffolding, signage, staging/production areas, tents/canopies, inflatables/carnival rides, vehicle displays, etc. <b>Include specifications for all temporary structures.</b></li> </ol>	
<b>BEER/WINE GARDEN INTERIOR MAP</b> <i>(required as needed)</i>	
Attach a detailed garden map - including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> <li>1. Name of event</li> <li>2. Date(s) and time(s) open to the public</li> <li>3. Name of park/facility</li> <li>4. Garden dimensions</li> <li>5. Entrances and exits - i.e. public, staff, emergency</li> <li>6. Fencing - gardens must be separately fenced with 6' high chain link fencing where security will not be present at all times, where security will be present at all times 42" high picket fencing may be used.</li> <li>7. Equipment and activities including, but not limited to - items listed under Event Operations above, bleachers, chairs/tables (size &amp; total #), cooking units, dumpsters, first aid facilities, generators, performance stages, portable toilets, power/water sources, scaffolding, signage, staging/production areas, tents/canopies, vehicle displays, vendor booths, etc. <b>Specifications for all temporary structures and equipment must be included in order for the Fire Marshall to determine occupancy.</b></li> </ol>	
<b>ROUTE MAP</b> <i>(required for mobile events)</i>	
Attach a detailed route map – including legend, on a single sheet of paper, showing the following information: <ol style="list-style-type: none"> <li>1. Name &amp; date of event</li> <li>2. Start &amp; finish lines</li> <li>3. Route(s)</li> <li>4. Directional arrows indicating path of travel and side of the street - <b>on a separate sheet of paper, provide a written description of the path of travel</b></li> <li>5. Route Monitor Posts</li> <li>6. Water Stations</li> <li>7. Mile Markers</li> </ol>	
<b>RETURN COMPLETED APPLICATION &amp; \$160.00 PERMIT FEE TO:</b>	<b>QUESTIONS:</b>
City of Kirkland Attn: Sudie Elkayssi 505 Market Street, Suite A Kirkland, WA 98033	Sudie Elkayssi, Special Projects Coordinator (425) 587-3347 <a href="mailto:selkayssi@kirklandwa.gov">selkayssi@kirklandwa.gov</a> <a href="http://www.kirklandwa.gov/specialevents">www.kirklandwa.gov/specialevents</a>